DHCS Branch Approver Certification

MC 5257 (03/13)

For Access to Confidential Mental Health Information

DHCS Branch: _____

To ensure the confidentiality of mental health data, the Department of Health Care Services, Information Technology Web Services (DHCS-ITWS) requests the appropriate DHCS chief designate a primary and a secondary contact to be responsible for approving DHCS employee requests for access to confidential patient data in the systems checked below.   Please provide this information in the spaces below and e-mail completed form to "DHCSMHSDAPPCert@dhcs.ca.gov". If you have any questions, please contact MHSD-App-Cert group via above mentioned e-mail.

Primary Approver:

First Name: _____   Last Name: _____

Title: _____

Phone Number: _____   Fax Number: _____

Email Address: _____

Primary Approver's Signature: _____

(I have read Letter No. 99-02 regarding **Confidentiality of Client Information**)

Secondary Approver:

First Name: _____   Last Name: _____

Title: _____

Phone Number: _____   Fax Number: _____

Email Address: _____

Secondary Approver's Signature: _____

(I have read Letter No. 99-02 regarding **Confidentiality of Client Information**)

Mental Health Systems:

Please check the systems for which the above approvers may authorize access requests:

☐ **CFRS** Cost and Financial Reporting System   ☐ **POQI** Performance Outcome Quality Improvement

☐ **MHSA** Mental Health Services Act   (aka Consumer Perception Survey)

☐ **MMEF** Monthly MEDS Extract File   ☐ **PRV/LE** Provider/Legal Entity

☐ **SD/MC** Short-Doyle/Medi-Cal Claims

☐ **SDA** Statistics and Data Analysis

            (aka Mental Health Analytics)

DHCS Branch Approver Certification:

I designate the above individuals to have independent authority to approve access requests to specific confidential mental health patient data. DHCS-ITWS may rely on approvals, denials, and changes made by these individuals in its processing of access requests to the above selected system(s). As changes occur to the above approving contact's information (name, phone, e-mail or system), I will sign an updated certification and forward it to "DHCSMHSDAPPCert@dhcs.ca.gov". Also, I acknowledge reading Letter No. 99-02 regarding **Confidentiality of Client Information**.

_____   _____   _____
DHCS Branch Chief (Signature)   Printed   Date